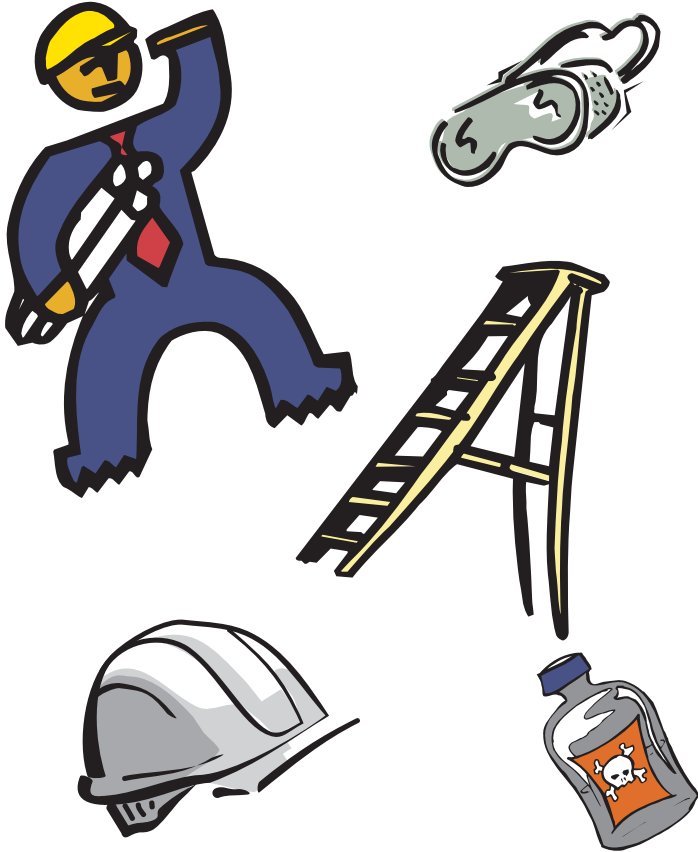


Health and Safety Training Programs



**S.C. OSHA's Office of
Voluntary Programs**

Safety and Health Training Programs

The Training Division of the South Carolina Department of Labor Licensing and Regulation's Office of OSHA Voluntary Programs provides a variety of programs designed to reduce or eliminate safety and health hazards in general industry, construction and the public sector. These programs are presented by trained personnel at convenient locations around the state. Most courses last about 1-2 hours and use a variety of audio-visual aids. This service is provided free of charge!

For more information on how these programs can help reduce losses through a reduction in hazards in your workplace, contact:

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- **Asbestos**

Scope: This program covers the OSHA Asbestos Standards in detail, including removal, employee protection and industrial use of asbestos.

Length of program: 1-2 hours

Training aids: Slide projector, screen and slides

- **Bloodborne Pathogens**

Scope: This program covers the OSHA bloodborne pathogens standard and highlights the elements required in an exposure control plan.

Length of program: 1-2 hours

Training aids: Overhead projector, slides and video

- **Confined Space Entry Hazards**

Scope: This program covers the hazards faced by employees entering confined spaces during work assignments. Topics include: employee training in oxygen deficiency; conditions involving immediate danger to life and health; personal protective equipment; and safety procedures. This program is designed to give employees the ability to recognize hazardous conditions in confined space entry within their workplace.

Length of program: 2 hours

Training aids: TV/VCR, slides, overheads and screen

- **Control of Hazardous Energy Sources**

Lockout/Tagout Scope: This program covers the requirements of the OSHA standard on lockout and tagout procedures. It includes hazards of unintended start-up of machines, release of stored energy and how a lockout/tagout program can help eliminate such hazards.

Length of program: 1 1/2 to 2 hours

Training aids: Overheads, slides and video

- **Electrical Requirements for Construction**

Scope: This program is designed to cover the general requirements for electrical work on a construction site. It includes hazard recognition, ground fault protection (GFCI), grounding, and bonding of portable and/or cord and plug-connected tools and equipment.

Length of program: 1-2 hours

Training aids: Handouts, video, slides and overheads

- **Electrical Safety Work Practices**

Scope: This program covers the requirements of the various OSHA electrical standards for general industry. This includes qualified and unqualified persons working on or near electrical conductors and equipment.

Length of program: 2 hours

Training aids: Handouts, overheads, video and slides

- **Ethylene Oxide**

Scope: This program covers the 1910.1047 standard. Topics include: employee exposure monitoring, regulated areas, methods of compliance, respiratory protection and protective equipment, medical surveillance and communication of the hazards.

Length of program: 1 1/2 to 2 hours

Training aids: Overheads, handouts and screen

- ***Excavation and Trenching***

Scope: This program provides the attendees with basic hazard recognition, knowledge of the standard, protective systems, sloping of trenches and safe use of equipment around excavations.

Length of program: 2 hours

Training aids: Overheads, slides, video and handouts

- ***Exits***

Scope: This program covers the requirements of OSHA's standard on exits. It will cover such areas as means of egress, locked and blocked exits, size of exits, location of exits and acceptable practices.

Length of program: 1-2 hours

Training aids: Overheads, slides and handouts

- ***Formaldehyde***

Scope: This program is designed to inform employers/employees of the requirements of OSHA's formaldehyde standard. Information on PELs, health hazards, personal protective equipment and medical surveillance are addressed in this program.

Length of program: 1-2 hours

Training aids: Slides, overheads and handouts

- ***Hand and Finger Safety***

Scope: This program discusses the hazards associated with improper guarding on machinery. It also covers the importance of proper PPE, methods of guarding and maintenance of guards.

Length of program: 1-2 hours

Training aids: Video, slides and overheads

- ***Hazard Communication Standard***

Scope: This program covers employer's and employee's responsibilities as they relate to OSHA's Hazard Communication Standard. Hazardous chemical inventory, material safety data sheets, hazard assessment, labeling and employee training are discussed.

Length of program: 2 hours

Training aids: Overheads, slides and video

- ***Hazard Recognition for Maintenance Personnel***

Scope: This program covers frequently overlooked hazards that affect maintenance personnel of all trades and helps them to better identify existing and potential hazards in the workplace.

Length of program: 1 hour

Training aids: Video, overheads and slides

- ***Hazard Recognition for Construction Sites***

Scope: This program covers the top 25 most cited standards by OSHA enforcement in the construction industry. It will allow employers and employees to better identify hazards associated with their type of work and how to eliminate those hazards before work begins on that site.

Length of program: 1-2 hours

Training aids: Overheads, slides and video

- ***Health Hazards Awareness***

Scope: This program is an overview of health hazards found in the workplace. Topics include: chemical exposure, air contaminants, noise, radiation, respirators and personal protective equipment.

Length of program: 2 hours

Training aids: Slide projector, TV/VCR, overheads and screen

- ***Hearing Conservation***

Scope: This program stresses the importance of the occupational noise standard and includes information on the effects of noise on hearing, the purpose of hearing protection, the advantages and disadvantages of hearing protectors, the use and care of hearing protectors and the purpose of audiometric testing.

Length of program: 1-2 hours

Training aids: Slides, TV/VCR, overheads and screen.

- ***Industrial Truck Safety Training***

Scope: This program covers OSHA's forklift standard for general industry and construction. Topics such as training, inspections, maintenance requirements and documentation requirements are discussed.

Length of program: 1-2 hours

Training aids: Overheads, slides, video and handouts

- ***Lab Safety***

Scope : This program covers laboratory safety in general. The presentation includes: discussion of personal protective equipment, chemical exposure, ventilation, eyewash and shower facilities and storage of chemicals.

Length of program: 1-2 hours

Training aids: Slide projector, screen, slides and/or movie, TV/VCR and overhead projector

- ***Ladder Safety***

Scope: This program covers the inspection, maintenance and proper use of portable and fixed ladders. Information on wooden, metal and fiberglass ladders is provided.

Length of program: 1 hour

Training aids: Slides, slide projector, TV /VCR, video and overheads

- ***Lead Standard***

Scope: This program covers the OSHA lead standard and appendices A and B. The presentation devotes particular attention to the monitoring, medical surveillance, personal hygiene, personal protective equipment and medical records procedures.

Length of program: 1-2 hours

Training aids: Slides, overheads, TV/VCR and screen

- ***Logging***

Scope: This program covers the requirements of the OSHA logging standard. Topics will include: hazard recognition, safe use and operation of equipment most commonly found on a logging site, personal protective equipment and other OSHA requirements for the logging industry.

Length of program: 1-2 hours

Training aids: Video, TV/VCR, overheads, slides, slide projector and overhead projector

- ***Material Handling***

Scope: This program covers safe use and inspection of material handling equipment such as slings, hoists, industrial trucks and cranes. Proper lifting techniques and proper storage of materials are discussed.

Length of program: 1 hour

Training aids: Slide projector, slides, overheads and overhead projector

- ***Methylene Chloride***

Scope: This program discusses the requirements of the OSHA Methylene Chloride standard. Areas such as safe work practices, safe storage practices and proper selection and use of personal protective equipment are covered.

Length of course: 1 1/2 hours

Training Aids: Slides, overheads, video, slide and overhead projector and TV/VCR

- ***Mobile Crane Safety***

Scope: This program covers OSHA standards and safety hazards associated with mobile crane setup and use on the job site. Items discussed are hand signals, inspections of cranes and rigging, setup and operation of crawler, truck and locomotive cranes.

Length of program: 1 1/2 to 2 hours

Training aids: Slide projector, overhead projector, slides and overheads

- ***Multi-employer Worksite Safety***

Scope: This program covers who is responsible for compliance with OSHA rules when more than one employer is working at a site. It covers the employer/employee relationship, safety during the bidding process, training and accountability for contractors on a general industry or construction site. The elements of an effective contractor safety program are discussed.

Length of program: 2 hours

Training aids: Overhead projector, overheads and TV/VCR

- ***Office Safety***

Scope: This program is to assist employees in recognizing the potential hazards in an office and to develop safe work practices to minimize injuries and illnesses.

Length of program: 1 hour

Training aids: TV/VCR, overhead projector, video, slides, overheads and slide projector.

- ***OSHA Inspection Process***

Scope: This program is designed to inform employers and employees of what to expect during an OSHA inspection. It will cover the selection process, opening conference, walk-through inspection, closing conference, penalties and protest procedures.

Length of program: 1 1/2 to 2 hours

Training aids: TV/VCR, overhead projector, overheads and video

- ***OSHA Record-Keeping***

Scope: This program is to help the employer better understand the OSHA record-keeping requirements. This presentation will explain when an injury or illness is recordable and answer questions you may have about record-keeping.

Length of program: 1 1/2 hours

Training aids: Overheads, video, TV/VCR and overhead projector

- ***Personal Protective Equipment***

Scope: This program assists employers and employees in determining the type of personal protective equipment to use on the job site, the proper care and use of the equipment, how to motivate employees to wear the required equipment and how to conduct a hazard assessment. It also will explain PPE training requirements, documentation and certification requirements.

Length of program: 1 1/2 to 2 hours

Training aids: Overheads, slides, video, slide projector, TV/VCR and overhead projector

- ***Power Distribution and Generation***

Scope: This program is designed for electrical utilities, cooperatives and contractual line crews. It covers OSHA requirements for construction of electrical transmission, distribution lines and equipment. Safe work practices, tools and protective equipment are discussed.

Length of program: 2 hours

Training aids: Overheads, slides, video, overhead and slide projectors and TV/VCR

- ***Power and Portable Hand Tools***

Scope: This program is designed to encourage inspection and preventive maintenance procedures for power and portable hand tools to ensure safe operation. Safe work practices and OSHA requirements for guarding and grounding are discussed.

Length of program: 1 1/2 hours

Training aids: Slides, overheads, video, slide and overhead projectors and TV/VCR

- ***Process Safety Management***

Scope: This program is designed to provide the employer with an overview of the process safety management of the highly hazardous chemicals standard. A discussion of changes, updates and current information is provided.

Length of program: 2 hours

Training aids: Overheads, slides and overhead and slide projector

- ***Respiratory Protection***

Scope: This program examines the use, selection, limitations, maintenance, care and storage of air purifying respirators.

Length of program: 1-2 hours

Training aids: slides, TV/VCR, overheads and screen

- ***S.C. Palmetto Star Program - Voluntary Protection Plan***

Scope: This program offers information on the qualifications, requirements, benefits and guidelines necessary to become a participant in South Carolina's Palmetto Star Voluntary Protection Program.

Length of class: 2 hours

Training aids: Overheads, slides and overhead and slide projector

- ***Scaffolding***

Scope: This program promotes the recognition and prevention of hazards associated with erection, use, maintenance and dismantling of different types of scaffolding used in general industry and construction. This program can be tailored to the types of scaffolding used at your site.

Length of course: 1-2 hours

Training aids: Slides, video, overheads, TV/VCR, overhead and slide projector

- ***SMART (Safety Management Accident Reduction Training)***

Scope: This program is designed so managers and supervisors and other personnel will consider the benefits of implementing a comprehensive safety and health program for their workplaces. Contents of the program include evaluating costs (direct and indirect), and the advantages of developing a program designed to reduce work-related accidents while increasing profits and productivity. The basic elements for implementing a safety and management program for worksites are examined and discussed.

Length of course: 1 1/2 hours

Training aids: Overheads, slides, overhead and slide projector

- ***Storage of Flammable and Combustible Liquids***

Scope: This program is designed to assist employers and employees in recognizing the hazards involved with flammable and combustible liquids. OSHA requirements for proper storage (inside, outside, underground and incidental) are discussed. Safe work practices related to flammable and combustible liquids are discussed.

Length of course: 2 hours

Training aids: Slides, overheads, video, overhead and slide projector and TV/VCR

- ***Tree Trimming***

Scope: This program discusses the hazards associated with tree trimming and right-of-way clearing. Chain saw and trimming tool safety, electrical line awareness and personal protective equipment also are covered.

Length of program: 1 hour

Training aids: Overheads, slides, video, overheads, slide projector and TV/VCR

- ***Tuberculosis***

Scope: Many people think tuberculosis is an illness of the past, but the disease remains a major health threat. This program will provide a discussion of OSHA's approach to protecting workers including the application, exposure control plans, methods of compliance, respiratory protection and record-keeping requirements. The causes and control measures of drug-resistant tuberculosis are covered.

Length of course: 1 1/2 hours

Training aids: Overhead projector, overheads and TV/VCR

- ***Violence in the Workplace***

Scope: This program discusses violence and violent acts which are occurring in the workplace at an alarming rate. In this program, employer recognition, increasing employee awareness and proactive measures employers can take to minimize the risks of violence in the workplace are addressed. Suggested policies also are discussed.

Length of course: 2 hours

Training aids: Overheads, slides, video, overhead and slide projectors and TV/VCR

- ***Walking and Working Surfaces***

Scope: This program covers: safety practices for housekeeping; guarding stairs; floor openings; the proper installations of hand-rails, stair railings and guard railings; and slipping and tripping hazards.

Length of program: 1 hour

Training aids: Slides, overheads, slide and overhead projector

- ***Woodworking Machinery Safety***

Scope: This program includes the discussion of the proper guarding, personal protective equipment and safe work practices of woodworking machinery. Frequent OSHA enforcement cited standards in the woodworking industry are also covered.

Length of program: 1-2 hours

Training aids: Slides, overheads, video, slide and overhead projectors and TV/VCR